

# Acceptable Use Policy

November 2020

Policy Document

**Belclare National School**



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## Aim

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour– will be imposed.

It is envisaged that the school BoM will revise the AUP regularly. Before enrolling, the AUP should be read carefully (on school website) to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

This AUP was updated by staff and BOM of S.N. An Croí Ró Naofa in November 2020.

## School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### General

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety via PDST resources(Professional Development Service for Teachers).
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media;
  - ***Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.***
  - ***However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour***

### World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only during class time, filtering of sites is in place via the PDST school broadband system.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable usage policy.

- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

## Email / Google Drive / Internet Chat

- Families must sign a written agreement, prior to accessing school email accounts.
- School email address and drive is to be used for educational purposes only.
- The email address provided by the school to each student is the property of S.N. An Croí Ró Naofa. All content can be monitored by staff at the school.
- If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.
- Students will use approved email accounts in school under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

## Web 2.0

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Aladdin school system, Seesaw, Facebook, Wordpress and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by S.N. An Croí Ró Naofa, form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Social media sites may be used by teachers in class. Where so, all interactions will be under the supervision of the teacher.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800x600 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.

- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

## **School Website**

- Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook, Twitter, YouTube and Google+
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing names of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

## **Mobile Phones / Electronic Devices**

- Pupils are not permitted to use mobile phones or any personal devices in school.
- iPads are available for pupil use in school and are scheduled for each class to use as part of classroom teaching and learning.

## **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Anti Bullying Guidelines for Primary Schools (2013)

## **Sanctions**

Misuse of the Internet may result in disciplinary action, as outlined in the school's Code of Behaviour.

Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Ratification**

This policy was ratified by the BoM in November 2020 and will be reviewed in 2020 or sooner if department guidelines change.